

Application for Expert/Lecturer Assignment

To initiate the application process for an Expert/Lecture assignment you can use one of the links on the Home page or in the 'My InTouch' page.



Once you click one of the links, you should see a form similar to the one on the image below.

Please make sure that your profile is complete before you move on the submission page. In case your profile is not 100% complete, you will not be able to apply for an expert/lecturer assignment. If you need help with completing your profile, please refer to the '[How to complete your profile](#)' user manual from the [InTouch help page](http://intouch.iaea.org/Default.aspx?tabid=65) (<http://intouch.iaea.org/Default.aspx?tabid=65>).

Submitting your profile

When your profile is 100% complete, click on the submission tab

Submit Profile - John Smith

Profile **Submission** History & Forward Documents

I certify that the statements made by me on the profile are true, complete and correct to the best of my knowledge and belief. I understand that I might be requested to provide documentary evidence in support of my statements. If necessary, I will obtain release from my employer.

1 Read Statements Carefully

- Please check that your profile is complete (including the additional information, essential for assignment as TC Expert)
- Please note that your profile will be seen by the recipient country that needs expertise.
- After submission, your request will be reviewed by IAEA technical officer for evaluation.
- You will be contacted if your expertise is needed.
- Please note that unless an office address is indicated, the IAEA will use your home address for all official purposes.
- Keep a copy of these forms for your own file, and as soon as there are significant changes to the information provided (change of address, additional education/experience, etc.), please correct directly in your profile. A PHF is normally valid for 2 years.

Signature	Action	Date signed	Sent to

100% profile completeness

2 Proceed to submission form

Go to submission form

Carefully read the statements on the screen and if you agree with them click the 'Go to submission form' button to send your profile for review. Once you click this button you will see a form like on the image below

Submit Profile - John Smith

Profile Submission **History & Forward** Documents

I certify that the statements made by me on the profile are true, complete and correct to the best of my knowledge and belief. *The rest of the statement is cut out from this image, to preserve space.*

2 Submit for Review

Submit to the IAEA Cancel

To: COLINET, Nathalie - TPC (T339735)

Cc:

1 provide a short message for your application

You need to provide a short message and then click on the 'Submit to the IAEA' button. Once you click the submit button, the responsible staff member(s) at the IAEA will be notified and your

profile will be forwarded to the IAEA's competent Technical Officer to evaluate your professional background against the needs of the Technical Cooperation Programme.

After you have submitted your profile for review, you can check the 'History & Forward' tab to see when was your profile submitted. After the profile has been reviewed, you will be notified by e-mail but also you will be able to see in this section if the profile was approved or rejected.

Submit Profile - John Smith

Profile Submission History & Forward Documents

Forward Add a comment

From/To Filter ALL Action Filter ALL

From	To	Action	Comment	Time
John Smith	IAEA Staff Member	Submission	Hi Staff Member, Please ignore this, I am just doing it for the help file Best regards, John Smith Profile Snapshot	2010-07-30 14:52:44

Should a suitable opportunity for an expert assignment arise, you will be directly contacted by the responsible TC regional division in accordance with established procedure.